

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140020-0

REPORTS INVENTORY

5

PREPARE IN DUPLICATE				DDS/OTR/SIWA-5	
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
Reports Inventory Report				☐ STATISTICAL ☒ NARRATIVE ☐ MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	LOGISTICS	TRAINING	ADHIN. GENERAL
		MEDICAL		SECURITY	OTHER (specify)
				FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
2		Annual		1	
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo and form		☐ YES IF YES GIVE ADP PROCESSING NO. ☒ NO		DD/S 70-3600, 28 Aug 1970	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
DC/SIWA			0		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	\$12.80		50		\$640.00		1		\$640.00
15	12.00		10		120.00		1		120.00